

Technical Branch  
Resource Conservation Group  
Recycling Waste Series

**RECYCLING TECHNICIAN**

09/95 (SAC)

*Summary*

Under direction, participate and assist in the coordination and promotion of recycling program.

*Typical Duties*

Assist in the coordination of recycling activities. Involves: directing employees in collection of recyclables and loading of equipment; determining tonnage of recyclable materials received and waste diverted from landfill; identifying materials to be sold; delivering items to be sold to commercial/industrial recycling representatives locations; collecting receipts and recording transactions; maintaining vehicles, as required; recommending program changes on matters such as establishment of routes.

Provide public information and material in the promotion of recycling efforts. Involves: delivering presentations to civic organizations, businesses and schools; attending conferences and similar events to promote the city's recycling program; prepares news releases and radio and television scripts for mass media dissemination; responding to questions and concerns from the public concerning recycling program; obtaining quotes from vendors for the purchase of promotional items.

Supervise assigned personnel. Involves: scheduling, assigning, instructing, guiding, checking and evaluating work; arranging for or engaging in employee training and development; enforcing personnel rules and regulations, standards of conduct, work attendance, and safe working practices and complying with and enforcing health and cleanliness policies; counseling, motivating and maintaining harmonious working relationships among subordinates; recommending staffing and employee status changes; interviewing applicants and recommending selection.

Perform other duties as assigned. Involves: substituting, if assigned, for immediate supervisor, subordinates or co-workers during temporary absences by performing specified duties and responsibilities essential to maintain continuity of customer service; assisting with: preparation of budget, monitoring of expenditures and writing of specification for equipment, uniforms and promotional items, as assigned; compiling data and preparing reports using common computer software applications.

*Minimum Qualifications*

Training and Experience: Graduation from High School or equivalent, supplemented by college coursework in Business, Computers or Accounting, and four years of public contact work experience, including at least two years municipal waste collection and disposal, recycling, or natural resource conservation experience and one year of supervision, or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Good knowledge of: English, grammar and arithmetic; methods and techniques of public contact and solid waste collection; safe working practices and procedures. Some knowledge of: accounting and recycling practices and procedures; supervisory techniques.

Ability to: estimate staff and vehicles needed to provide desired level of service; impartially and fairly exercise supervisory authority; express oneself clearly and concisely, orally and in writing; maintain effective working relationships with fellow employees, officials and the general public; prepare and deliver public presentations to community groups, non-profit organizations and the general public; keep financial records and prepare reports.

Skill in the operation of a personal computer and related software.

*Physical Requirements:* Frequent lifting and carrying of heavy objects; exposure to all weather conditions; operation of a motor vehicle.

*License and Certificates:* Texas Class "B" Driver's License.

*Special Requirements:* Positions assigned duties which require a Commercial Driver's License to operate vehicles on public thoroughfares, (or positions of a safety sensitive nature within Mass Transit), are subject to federal drug and alcohol testing regulations, which include preemployment, post-accident, reasonable suspicion, random, return to duty and follow-up testing. Must work weekends.

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Director of Personnel

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Department Head

OFFICIAL